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Separate paging is given to this part in order that it may be filed as a Separate Compilation.

PART I-A

CENTRAL SECTION

**Orders and Notifications (Other than those published in Part IV-B)
under the Gujarat Local Boards, Village Panchayats, Municipal
Boroughs, District Municipal, Primary Education and Local Fund Audit Acts.**

URBAN DEVELOPMENT AND URBAN HOUSING DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 24th January, 2024

GUJARAT MUNICIPALITIES ACT, 1963

No. KV 02 of 2024/UDUHD/MSM/e-file/18/2022/5003/R:- In exercise of the powers conferred by sub-section (2) of section 47A read with sub-section (3) of section 277 of the Gujarat Municipalities Act, 1963 (Guj.34 of 1964), the Government of Gujarat hereby makes following rules further to amend the Gujarat Municipal Chief Officer (Pre-Service Training and Examination) Rules, 2003 namely:

- These Rules may be called the Gujarat Municipal Chief Officer (Pre-Service Training and Examination) (Amendment) Rules, 2024.

2. In the Gujarat Municipal Chief Officer (Pre-Service Training and Examination) Rules, 2003 (here in after referred to as “the said rules”), in rule-1, for sub-rule (iii), the following sub-rule shall be substituted namely :-

- “(iii) They shall apply to the persons directly recruited as a Chief Officer in the Gujarat State Municipal Chief Officers’ Service.”.

3. In the said rules, in rule 5;

- (a) for sub-rule (1), the following rule shall be substituted, namely :-

“(1) Pre Service Training for Probationary Municipal Chief Officers shall be as under :

 - (i) Institutional Training Eight Weeks
 - (ii) Practical Training Three Months.”;
- (b) for sub-rule (3), the following sub-rule shall be substituted namely : -

“(3) The Probationary Municipal Chief Officers shall be appointed in Grade-A Municipality to work as Trainee Chief Officer along with Chief Officer, Class-I for practical Training.”.

4. In the said rules, for rule 7, the following rule shall be substituted, namely :-

“7. (i) The standard of passing examination shall be fifty per cent, of the total marks assigned in each paper. The examination shall be of Multiple Choice Questions (MCQs) except paper V. Answers in paper V shall be required to be written in English or Gujarati, according to instructions given in the examination paper. The subject paper shall be allowed to be answered with books except paper V, as mentioned in APPENDIX -I

Explanation:- With books means the original books of the subjects having bare Act and / or rules without any commentaries or case laws and includes manuals issued under the Act published by the Government.

(ii) An unsuccessful candidate who secures fifty per cent, or more marks in one or more paper shall be exempted from appearing in that or those papers at the subsequent examination.

(iii) In case a candidate is not able to obtain the qualifying standard in only one question paper in the Post-training Examination, such candidate shall be given grace marks up to five per cent, of the total marks for that question paper and thereafter, if he obtains the marks equal or more than qualifying standard, he shall be declared pass.

5. In the said rules, for APPENDIX-I, the following APPENDIX shall be substituted, namely :

APPENDIX -I

(See rule 6)

Paper No.	Syllabus	Marks	Duration
I	1 The Gujarat Municipalities Act, 1963 and the Rules made there under: Provisions related to Election, Formation of different Committees- their powers and duties; control over municipalities by the Chief Officer, The Collector, The Regional Commissioner, Municipalities, The Commissioner, Municipalities Administration and the State Government- powers, duties and responsibilities.	100 (With Books)	3 Hours
	2 Constitution of India with reference to: Provisions related to Municipalities in the 74 th Constitutional Amendment, Fundamental Rights, Judiciary, Election Commission; Finance Commission.		
	3 The Gujarat Town Planning and Urban Development Act, 1976 and the Rules there under relating to: Development control and building bye- laws - Fire safety - sewerage and drainage - ecological and Environmental factors - Planning of Utilities Services.		

Paper No.	Syllabus	Marks	Duration
II	<p>Part-A : Provisions of following other Act concerning to Municipalities:</p> <ol style="list-style-type: none"> 1. The Industrial Disputes Act, 1947. 2. The Gujarat Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2019. 3. The Registration of Births and Deaths Act, 1969. 4. The Minimum Wages Act, 1948 and the Minimum Wages (Gujarat) Rules of 1961. 5. The Gujarat Fire Prevention and Life Safety Measures Act, 2013. 6. The Gujarat Primary Education Act, 1947. 7. The Gujarat State Tax on Professions, Trades, Callings and Employments Act, 1976. <p>Part-B Management of Urban Services:</p> <ol style="list-style-type: none"> 1. Water Supply, Street Light and Energy Saving, Roads and Transportation. 2. Health Services and Public Health Management. 3. Solid Waste Management, Crematorium. 4. Fire Service. 5. Parks Cleanliness, Campaign and Model Town. 6. Green City, Recycling Treatment and Disposal of Sewerage. 7. Urban Environment Management. 8. Low-cost Sanitation Education. 9. Disaster Management. 10. Computer Application (G.I.S Map reading). 	100 (With Books)	3 Hours
III	<p>Part- A Financial Matters:</p> <ol style="list-style-type: none"> 1. Bombay Municipal Account Code, 1947. 2. Property Tax and Scientific Assessment of Taxation, Local Fund Audit Act, 1963. 3. The Contributory Provident Fund Rules, 1963 and (Bombay) General Provident Fund Rules, 1936. 4. The Gujarat Financial Rules, 2002. 5. The Bombay Contingency Expenditure Rules, 1959. 6. Gujarat State Purchase Policy, 2016 and their amendment. <p>Part- B General Administration:</p> <ol style="list-style-type: none"> 1. The Right to Information Act, 2005 and rules made there under. 2. The Gujarat (Right of Citizens to Public Services) Act, 2013. 3. Manual of Office Procedure (Non-Secretariat). 4. Provisions of roster (how to prepare and maintain roster register, allocation of roster points). 5. The Gujarat Government Rules of Business, 1990. 	100 (With Books)	3 Hours
IV	<ol style="list-style-type: none"> 1. The Gujarat Civil Services Rules, 2002 (Vol. I to VIII) 2. The Gujarat Civil Services (Conduct) Rules, 1971 and the Gujarat Civil Services (Discipline and Appeals) Rules, 1971. 3. The Prevention of Corruption Act, 1988 and their amendment. 4. Instructions regarding Performance Appraisal Report. 	100 (With Books)	3 Hours

Paper No.	Syllabus	Marks	Duration
V	<p>1. High Court Matters - Preparation of Para-wise remarks and drafting of Speaking Orders;</p> <p>2. Noting and drafting, Minutes Book;</p> <p>3. Administrative Vocabulary - Gujarat - English and its Usage;</p> <p>4. Translation in English and Gujarati both;</p> <p>5. Public relation and communication.</p>	100 (Without Books)	3 Hours

By order and in the name of the Governor of Gujarat,

MANISH C. SHAH,
Deputy Secretary to Government.

